



## VA Long Beach Healthcare System MSN Preceptorship Communication Checklist

The instructor will complete this checklist and submit along with the student processing paperwork to

**Jason Lytle, OA in the Office of Education at [jason.lytle@va.gov](mailto:jason.lytle@va.gov)**

Name of School:	Instructor:
Date of Rotation:	Tour:
Unit assigned:	Circle Specialty: NP    Admin/Leadership
Name of Student	
Name of Preceptor	

Responsibilities of Clinical Instructor	No	Yes
1. Meet with the Nurse Manager/Supervisor/ or Lead NP		
2. Review and discuss student objectives		
3. Discuss student schedule		
4. Discuss student assignment(s)		
5. Ensure all student(s) are completely processed		
6. Provide contact number in case of emergency		

Responsibilities of Nurse Manager/Supervisor/ or Lead NP	No	Yes
1. Meet with Clinical Instructor		
2. Review the student objectives		
3. Provide unit orientation to include emergency exits		

The signatures below indicate that the **Clinical Instructor** and **Nurse Manager/Supervisor/ or Lead NP** discussed the specific information above prior to the student clinical start date.

Clinical Instructor \_\_\_\_\_ Date \_\_\_\_\_

Nurse Manager/Supervisor/ or Lead NP \_\_\_\_\_ Date \_\_\_\_\_

The signature of the preceptor indicates they have been informed of the clinical objectives and agrees to precept the assigned student.

MSN Preceptor \_\_\_\_\_ Date \_\_\_\_\_

Stephanie S. Ogata, MSN, RN  
Supervisor, Nursing Education and Research Service